



Banner Document Management System (ApplicationXtender)



SAEM Technical Support
Presenter: Marty Orvin








Topics of Discussion

- SAEM uses these systems.
- Who's using imaging on campus?
- Decentralized approach.
- Specific benefits experienced in SAEM.
- Examples of use.
- Questions.



Georgia Southern University

Division of SAEM uses:

- SunGard SCT's **BANNER XtenderSolutions** (Imaging) 
- CollegeNet's **On-line Admissions Applications** 
- XAP Corporation's **GACollege411** 
- TouchNet's Marketplace uPay and uStore 
- SSD's **AxiomWeb** 
- SSD's **Axiom Bridges** to BANNER



Who's using Imaging?

- Admissions
- Registrar
- Financial Aid
- Health Services
- COGS
- Legal Affairs
- Judicial Affairs
- University Housing
- Office of the Provost
- Office of the VP of SAEM
- Advancement
- Office of Research Services and Sponsored Program
- SAEM Technical Support
- IT Services



Decentralized

- Each department has at least one scanner.
- All mail and web applications are distributed to the appropriate department
- Departmental staff are responsible for processing the documents, both physical and electronic.



Specific Benefits Experienced in SAEM

- Saved \$15,000+ per year in filing supplies (e.g. labels, folders, etc).
- Saved 160+ hours of labor associated with sorting and transferring files from Admissions to the Registrar.
- Converted 3 large file rooms (15 x 30) to office space for Registrar, Financial Aid, and Admissions
- Gave staff immediate access to student documentation at their desks. Improved customer service and improved staff productivity.
- Allowed Enrollment Management departments to share documentation (e.g. Financial Aid can review Application for Admission).
- Improved security of student files, no longer requiring a staff member to secure a file room.



Examples in Admissions



Scholarship Application

Web self-service and Imaging – Technology Working Together

Scholarship Application:

- **On-line application using Axiom Web.**
- Image of information stored electronically in XtenderSolutions using the provided import routine.
- Data is updated in BANNER using Axiom
 - SAAADMS Checklist
 - SAAADMS Contacts



GEORGIA SOUTHERN
UNIVERSITY



Application for Scholarships and the University Honors Program

For first time users, please create an account by clicking on the "Register" button. You will create an account using your email address and a unique password. Please remember this password for future log-ins. You can edit and update your application as often as you would like until you click the "Submit" button at the end of the application.

Email:

Password:

[Forgot Password?](#)

Log In

Register



Application for Scholarships and the University Honors Program

APPLICATION DEADLINE: Must be received by **November 7** prior to desired academic year for students applying to interview for academic scholarships at Southern Scholars Scholarship. For all other academic scholarships, the University Honors Program, and an invitation to interview at Scholars' Day, the application must be received by the year.

For more information, contact your regional Georgia Southern University Admissions Counselor or the Coordinator of High Ability Student Recruitment at 912-478-5391.

* Are required fields

Please save your work often, this session will expire after 3 hours for security reasons and all work will be lost if it is not saved.

Enrollment Information

*Enrollment Term:

*Intended Major (If Known):

*Enrollment Status:

Were you selected as a National Merit Finalist, Semi-Finalist or Commended Student?: ☐ Yes ☒ No

Click next to save and continue the application. Click save and close to save and come back to the application at a later time.

Back

Next

Save and Close

Page 1 of 13



Scholarship Application

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Scholarship Application

Enrollment Information

Enrollment Term:	Fall 2006	Intended Major (If Known):	University CORE
Enrollment Status:	Beginning Freshman		
Were you selected as a National Merit Finalist, Semi-Finalist or Commended Student?:	No		

Personal Information

Applicant Last Name:	McKee	Applicant First Name:	Austin
Applicant Middle Name:	Matthew	Preferred Name:	Austin
Birth Date (MMDDYYYY):	01041999	Ethnicity:	White (Non-Hispanic Origin)
Gender:	Male	Mailing Address:	100 Briarwood Drive
Mailing City:	Waynesville	Mailing State:	Georgia



Scholarship Application

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SCT Banner - PROD
File Edit Options Block Item Record Query Tools Window Help

Options

Admissions Application Detail

Email Addresses

Checklist Rules

Checklist Detail

Mail Submission

Sources, Outside Interests and Comments

Application Questions and Answers

Student Mail

Bio/Demo Information

Admissions Application SAAADMS 6.4 (PROD)

ID:
Term:

Entry Term: 200608 Fall 2006
Appl No: 1
Appl Date: 20-JAN-2006

Checklist Summary SAAADMS 6.4 (PROD)

Request	Description	Received	Item	Mandatory	Print
F50	Admission Application Fee	20-JAN-2006		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Item Description:				
HSTF	H.S. Transcript w/grad date			<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Item Description:				
HSTR	Official H.S. Transcript	06-FEB-2006	111277	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Item Description:		Starr's Mill High School		
SCA	Scholarship Application	06-FEB-2006		<input type="checkbox"/>	<input type="checkbox"/>
	Item Description:				
SENR	Senior yr. schedule of classes	20-JAN-2006		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Item Description:				

Admission request; LIST for valid codes;Count Query for Rules;HELP for Detail.
Record: 1/?
<OSC> <DBG>



Scholarship Application

Web self-service and Imaging – Technology Working Together

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SCT Banner - PROD

File Edit Options Block Item Record Query Tools Window Help

Options

Admissions Application Detail

Email Addresses

Mail Submission

Sources, Outside Interests and Comments

Application Questions and Answers

Student Mail

Bio/Demo Information

Person Comment

Student Holds

Admissions Application SAAADMS 6.4 (PROD)

ID:

Term:

Contact/Application Cohort/Application Attribute SAAADMS 6.4 (PROD)

Contact Type	Description	Contact Date
SCA	Scholarship Application	06-FEB-2006 12:00:00 AM
SIG	Signed Scholarship App	06-FEB-2006 12:00:00 AM
SLH	UHP Scholarship Application	06-FEB-2006 12:00:00 AM

Cohort

Description

Activity Date

Attribute

Description

Activity Date

Contact Type code; press LIST for valid codes.

Record: 5/9

List of Values

<OSC>

<DBG>



College of Graduate Studies Application

1. Admissions receives application for admission to graduate college and supporting documentation
2. Admissions prepares the documentation in Xtender for Program Directors in colleges to review and render a decision
3. Program Directors review in Xtender and Banner and rubber stamp the appropriate decision on the worksheet in Xtender
4. Admissions sends out appropriate decision letter

ApplicationXtender Document Manager - [BXS_PROD - B-S-GRAD - 900724546]

File Edit View Document Page Scan Annotate Utilities Window Help

Fields	Values
ID	
PIDM	
DOCUMENT TYPE	RECOMMENDATION
LAST NAME	
FIRST NAME	
SSN	000-00-0000
BIRTH DATE	
TERM CODE	201108
STATUS	COMPLETE
COLLEGE	COHHS
MAJOR	ATHLETIC TRAINING
RECOMMENDATION	{Null}
ACTIVITY DATE	2010-08-03 15:55:02


SENT FOR REVIEW - by ADINW04 @ 8/16/2010 2:47:35 PM

Date Sent to the Department:

Eagle ID#:

Term Applied For: **Fall 2011**

GEORGIA SOUTHERN UNIVERSITY
College of Graduate Studies
RECOMMENDATION FOR ADMISSION



Degree Objective: Master of Science Proposed Major (if applicable): MS Kinesiology/Athletic Train

Degrees Earned:

BA degree earned from Ft. Lewis College Major: Exercise Science G.P.A. 2.85

degree earned from Major: G.P.A.

Examination Record:

G.R.E. V 350 Q 350 A 3.5

G.M.A.T. Total M.A.T. Total

Save Cancel

For Help, press F1

App: B-S-GRAD - GRADUATE ADMISSIONS Page 1/1 Ver 1/1

ApplicationXtender Document Manager - [BXS_PROD - B-S-GRAD - 900724546]

File Edit View Document Page Scan Annotate Utilities Window Help

Fields	Values
ID	
PIDM	91071790
DOCUMENT TYPE	RECOMMENDATION
LAST NAME	
FIRST NAME	
SSN	000-00-0000
BIRTH DATE	
TERM CODE	201108
STATUS	DECISION
COLLEGE	COHHS
MAJOR	ATHLETIC TRAINING
RECOMMENDATION	REGULAR
ACTIVITY DATE	2010-08-03 15:55:02

degree earned from _____ Major: _____ G.P.A. _____

Examination Record:

G.R.E. V 350 Q 350 A 3.5

G.M.A.T. Total ____ M.A.T. Total ____

TOEFL Total ____ (Recommended 550+, minimum 523)

Recommendations

The attached application with supporting materials has been examined by the members of the graduate faculty and/or the designated committee for review in the school, division, or department in which the applicant proposes to study.

Recommendation Stamp:

REGULAR ADMIT - by STAMO12 @ 9/20/2010 5:09:32 PM

If provisional, or denied, state conditions:

Save Cancel

For Help, press F1

App: B-S-GRAD - GRADUATE ADMISSIONS Page 1/1 Ver 1/1



Admissions - CPC Worksheet

- Admissions completes initial worksheet by hand and scans into Xtender. In many cases it's not complete because we've not received the applicant's final transcript and scores.
- Admissions uses Xtender's text boxes and stamps to complete the worksheet electronically.

ApplicationXtender Document Manager - [BXS_PROD - B-S-ADMN - 900650961 (Page 1 of 2)]

File Edit View Document Page Scan Annotate Utilities Window Help

Fields Values

Fields	Values
ID	
PIDM	
DOCUMENT TYPE	CPC/COLLEGE EVALUA
LAST NAME	
FIRST NAME	
SSN	000-00-0000
BIRTH DATE	
TERM CODE	{Null}
APPLICATION NUMBER	
ADMISSIONS REQUIREMENT	{Null}
INSTITUTION NUMBER	
ROUTING STATUS	{Null}
ACTIVITY DATE	2009-01-06 12:52:16

Term: 2009/08 Territory: W

LAST: FIRST: Middle Initial A

Eagle ID# DOB: 2/19/91

Yr 06 Yr 06 Yr 06 Yr 06

ENG1 BB ALG1 AA PHYS BB WRHS AA Foreign Language

Yr 07 Yr 08 Yr 07 Yr 08 Yr 07

ENG2 AA ALG2 BB BIO AMHS BB SPA1 AA

Yr 08 Yr 07 Yr 08 Yr 07 Yr 08

ENG3 BB GROM AA CHEM AA ECON A SPA2 BB

Yr 09 Yr 09 (16th) Yr 07 Yr

ENG4 BB MATH BB PHYSIC GOVT A 3

Yr 09 (601) Yr

AP MATH BIO AA SSC 4

DEFICIENCIES

ENG 0 MATH 0 SCI 0 SSC 0 FOR LANG 0

S01 - SAT CRIT Reading 560 Date: 10/1/08

S02 - SAT MATH 570 Date: 10/1/08

S07 - SAT Writing 550 Date: 3/1/08 1230 Total

S08 - SAT Essay Subscore 06 Date: 3/1/08

S09 - SAT Mc Subscore 59 Date: No Scores

ACT Verbal Math Read Science Comp Date

OK w/12th schedule HSTR Rank 54/323 HSTF Rank 45/324 CP/TP/GD diploma

Seaton

HSTR H/5 Date Received: 11/12/2008

Written Up: 12/2/2008 By: KMC Entered: 12/2/2008 GPA: 3.5

HSTF Date Received: 8/22/09

Written up: 2009 By: Entered: 7/14/09 GPA: 3.50

By: KMC

Graduation Date: 5/23/09 No Graduation Date

Graduation Test passed: Eng Math Writing Science World History

Save Cancel

For Help, press F1

App: B-S-ADMN - BANNER STUDENT ADMISSIONS Page 1/2 Ver 1/1



Questions and Answers





Thank You!

Marty Orvin

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